



TOWN OF PEMBROKE, MASSACHUSETTS
ADA SELF EVALUATION, TRANSITION, AND
GRIEVANCE PLAN

Updated August, 2018

The Town of Pembroke voted unanimously after holding a public hearing on June 30, 1997 to amend the Town's Community Action Statement Strategy to become compliant with the 1990 Americans with Disabilities Act. The ADA was amended in 2008 to include several changes that require towns to make additional modifications to improve accessibility to those with impairments that limit their ability to access governmental services. This self-evaluation and transition plan supersedes and replaces the Town of Pembroke's older plan.

This 2018 ADA Self Evaluation consists of the following sections:

➤ **Self-Evaluation**

A self-evaluation of 6 town owned buildings and 6 recreational sites to identify the following:

1. The primary use of the site.
2. A summary of ADA compliance in the Town of Pembroke and areas that require attention to become compliant. These issues were found by the Weston & Sampson team and outlined in the priorities listed in the *Checklist for Existing Facilities* [version 2.1 – © revised August, 1995] from Adaptive Environments Center, Inc. for the National Institute on Disability and Rehabilitation Research, as provided by the Massachusetts Office on Disability).
3. Funding needed to accomplish the goals outlined above.

➤ **Transition Plan**

A transition plan established by Weston & Sampson to address the following:

1. Location and use of the 6 buildings and 6 recreational sites.
2. Condition of each of these sites and surrounding areas.
3. Site facility and access
4. Long-term improvements to address access issues within each site.

➤ **Grievance Plan**

A suggested grievance plan for handling and resolving complaints regarding the ADA compliance of municipal buildings and programs.

Prepared By:
Edwin Thorne
ADA Coordinator

**MINUTES OF THE SELECTMEN'S MEETING
SEPTEMBER 24, 2018**

PRESENT: Matthew J. Furlong (Chairman), Arthur P. Boyle, Jr. (Vice-Chairman), Willard J. Boulter, Jr. (Clerk), John G. Brown, Jr. (Selectman), Edwin J. Thorne (Town Administrator), Michael Buckley (Town Accountant), Catherine Salmon (Chief Assessor), Brandon Gulnick (Administrative Assistant), Robert Almy, Burt White, Rob Adams, Brooke Young, Sabrina Chilcott (Assistant to the Town Administrator) and others.
NOT PRESENT: Daniel W. Trabucco (Selectman)

At 7:00 pm, Mr. Furlong opened the meeting and advised that this meeting is being made available to the public through a live video and audio broadcast on Comcast Government Access Channel 15 and is also being recorded for airing on the channel at future dates. Comments made in open session will be recorded.

7:00 ROBERT ALMY, WESTON & SAMPSON: SELF EVALUATION, GRIEVANCE PLAN AND ADA TRANSITION PLAN

Brandon Gulnick of the Selectmen's office presented an overview of the Town Administrator's Self Evaluation Plan that was conducted in conjunction with Weston & Sampson's Americans with Disabilities Act (ADA) Transition Plan. Mr. Gulnick explained that the town undertook this Community Compact funded project to become eligible for state and federal grant funding to improve accessibility throughout the town's six public buildings and six of the parks and beaches. Mr. Gulnick stated that the review showed that the town, whose buildings were constructed prior to the adoption of the Act, is in general compliance with the 1991 mandates for parking, access and availability; however, the new standards adopted in 2010 have revealed opportunity for improvement. Robert Almy of Weston & Sampson defined the process of the review including the checklist used to evaluate the facilities, the approach and parking at each facility, the accessibility to the services offered, access to restrooms and access to emergency communications. Mr. Almy confirmed that the sites evaluated included the Town Hall, Police Station, Community Center, Library, center Fire Station, and Council on Aging; the recreational facilities included the Town Landing, Luddam's Ford, Stetson Beach, Little Sandy Beach, Tubb's Meadow, and Herring Run Park. Mr. Almy confirmed that the staff was very helpful and he worked closely with Mr. Gulnick as well as an architect for facilities and a landscape architect for recreational facilities. Mr. Almy advised that the Community center is not listed as the age and condition of the building is not currently amenable to compliance upgrades. Mr. Almy concluded by stating that by adopting the Self Evaluation Plan, the ADA Transition Plan and the Grievance Plan, the town is exercising good faith efforts to the state and cannot be challenged meaningfully for non-compliance while working towards solutions. Mr. Gulnick presented the Grievance Plan to the Board, explaining that a formal plan doesn't exist at this time, leaving a patron with an issue entering the building or using a service without an opportunity to raise their concerns; with this plan, they will have a process to bring their concerns to the Board of Selectmen. Mr. Gulnick explained the opportunities for funding through the Municipal Improvement Grant process once the plans are adopted; project grants are up to \$250,000 annually. Mr. Gulnick confirmed that some of the preliminary projects include Town Landing access ramps, border areas with ramps to the floating dock; Town Hal door handles, restroom automated door systems; Herring Run Park stone dust paths, and Council on Aging entry door changes. Mr. Boyle moved to adopt the ADA Transition Plan for the Town of Pembroke as presented; Mr. Brown seconded the motion. The vote was unanimously in favor. Mr. Boyle moved to adopt the Self Evaluation Plan and Grievance Plan for the Town of Pembroke as presented; Mr. Brown seconded the motion. The vote was unanimously in favor.

VOTE: REOPEN SPECIAL TOWN MEETING WARRANT FOR INSERTION OF CPC PROJECT

Mr. Boulter moved to reopen the Special Town Meeting warrant to include CPC project Recommendation H "To appropriate the sum of \$20,000.00 from FY19 annual revenue and that said funds be granted to the town administrator for the purchase and installation of a handicap entrance ramp with associated construction accommodations at the GAR Hall, or take any other action relative thereto". Mr. Boyle seconded the motion. The vote was unanimously in favor.

CONSIDER RECOMMENDATIONS ON REMAINING SPECIAL TOWN MEETING ARTICLES

Self-Evaluation

To prepare this ADA Self-Evaluation and Transition Plan, the Town's ADA Coordinator and his Administrative Assistant Inspected each of the twelve town-owned facilities for compliance in July of 2018 with Project Manager Robert Almy, Site Designer and Landscape Architect Amanda Gaal and Architect Daniel Tennett from Weston & Sampson in Boston, Massachusetts. During the inspection of these sites the Weston & Sampson team pointed out and explained thoroughly all of the aspects of the ADA the Town of Pembroke is compliant with and those that fail to meet ADA criteria for compliance. Afterwards, the team constructed a comprehensive survey detailing their recommendations and a timeline to follow as the town moves forward with making the changes. The inspection with Weston & Sampson in addition to their survey and the *Checklist for Existing Facilities* [version 2.1 – © revised August, 1995] from Adaptive Environments Center, Inc. for the National Institute on Disability and Rehabilitation Research, as provided by the Massachusetts Office on Disability) served as resources to complete the self-evaluation below.

Town of Pembroke – Municipal Buildings				
Building	Street Address	Square Footage	Year Constructed	Dated Inspection
Town Hall	100 Center St.	12,648 SQ FT	1837 1931 1978	07/18/2018
Police Station	80 Center St.	8,928 SQ FT	1978	07/18/2018
Community Center	128 Center St.	68,618 SQ FT	1934	07/18/2018
Council on Aging	144 Center St.	3,832 SQ FT	1924	07/19/2018
Library	142 Center St.	22,000 SQ FT	1998	07/19/2018
Fire Headquarters	172 Center St.	11,080 SQ FT	1976	07/19/2018

Town of Pembroke – Recreational Sites			
Recreation Site	Street Address	Acreage	Date Inspected
Herring Run Park	211 Barker St.	49.57 Acres	07/5/2018
Tubb's Meadow Park	Monroe St.	137.53 Acres	07/5/2018
Luddam's Ford Park	West Elm St.	34.0 Acres	07/5/2018
Town Landing Beach	183 Wampatuck St.	0.75 Acres	07/5/2018
Little Sandy Beach	Woodbine Ave.	0.06887 Acres	07/5/2018
Stetson Beach	350 Plymouth St.	1.26 Acres	07/5/2018

Note: School Buildings fall under the jurisdiction of the Pembroke Public Schools. ADA-related issues should be addressed to the Superintendent's Office: Erin Obey (781) 829 – 0832 72 Pilgrim Road, Pembroke, MA 02359

TOWN HALL				
Town Hall is used for typical municipal administrative and service purposes. There is considerable public access on an individual and group basis.				
	Access Issue	Action Summary	Solutions	Timing
Priority 1: Accessible Approach & Entrance	Condition of parking and pathway surfacing.	Designate a van-accessible parking space Parking areas and accessible routes are in generally good condition, but slopes may locally exceed ADA maximums.	Re-stripe and designate van-accessible space and access aisle. Correct grading and drainage around rear building to achieve correct ADA grades across accessible parking spaces, access aisles and accessible route to entrance.	Q2 2019 When Parking Lot Renovated (Q3, 2020)
	Ramps and doors	Cut out grass and pave a space on the Police Station side of the access driveway to avoid crossing traffic and to shorten the accessible path to the building.	Cut out grass and pave a space on the Police Station side of the access driveway to avoid crossing traffic and to shorten the accessible path to the building.	Q2 2019
	Signage and service locations	Van-accessible spaces are not identified, although there appears to be space to provide spaces and aisles of the required dimensions.	Re-stripe and designate van-accessible space and access aisle.	Q2 2019
	Entering departments	The main (lower-level) entrance door has a non-compliant threshold. This is not a complete barrier to access but may pose a challenge to some individuals.	The deteriorated interior portion of the threshold should be replaced to provide a consistent edge with no more than a 1/4 vertical step.	Q2 2019
	Service counters	Signage is generally non-compliant.	Provide consistent ADA standard signage for all accessible doorways, routes and spaces.	Q2 2019
	Access aisles	Service locations within the building are generally accessible but there are problems with door configuration and operation, service counter height, wheelchair turning space, etc.	Alternate accommodation must be established, including a desk or table of appropriate height in the same service area, equally accessible to all users. Furniture & counters should be moved to provide compliant door clearance and fully accessible routes.	Initiate space modification study Q2 2018
	Goods & Services	Most doors and doorways do not conform to ADA accessibility standards. Common problems include lack of appropriate hardware and lack of adequate side clearance at doors.	Provide lever-handle hardware at any doors expected to be used by the general public. (Ensure single action release).	Q2 2019
Priority 2: Access to Goods & Services	Service counters	In several locations the transaction counters exceed the ADA maximum of 36 inches allowed.	Modify counters. Alternate accommodation may be established, including a desk or table of appropriate height in the same service area, equally accessible to all users.	Initiate space modification study Q2 2018
	Access aisles	In some locations there is no open area within the room to allow a wheelchair to turn around, which is more problematic when the door swings into the access aisle space.	Modify space or provide alternate space within the same service area, equally accessible to all users.	Initiate space modification study Q2 2018

<p>The urinal is mounted higher than the 17" ADA maximum. The required 30" x 48" clear floor space may not be present. There are two toilets in the accessible toilet stall. This interferes with the required 60" minimum rear-wall clearance at the toilet and may violate the State Plumbing Code (subject to verification of dimensions, this may be correctable by eliminating one of the toilets). The floor-mounted cabinet heater interferes with the required 56" minimum side-toilet compartment door swings out and lacks the required clear floor area and pull-side clearances. The bottom edge of the mirror is mounted above the maximum 40" limit. Wall clearance at the toilet.</p> <p>Upper level men's room</p>	<p>Reconfigure toilet stall to provide correct side-and rear-wall clearance, floor space and door swing. This will require the removal of one of the two toilets, and may require moving or changing the cabinet heater.</p> <p>Rehang the urinal at 17"</p> <p>Cut back Interior drywall</p> <p>Lower mirror to 40"</p> <p>Install a power door operator</p>	<p>Initiate Design for Remodel Q2 2019</p> <p>Interior door latch (privacy deadbolt) Interferes with pull handle clearance. (Remove)</p> <p>Interior door latch (privacy deadbolt) Interferes with pull handle clearance. (Remove)</p> <p>Latch-pull side clearance at door must be modified</p> <p>Rear-wall grab bar should be moved down 2" to 36"</p>	<p>Initiate Design for Remodel Q2 2019</p> <p>Initiate Design for Remodel Q2 2019</p> <p>This room is not identified as accessible and was therefore not fully evaluated for compliance. However, it was noted that some effort has been made to provide accessible features (such as the lavatory, grab bars, etc.), but that full compliance would require modifications to at least the following items: Interior door latch (privacy deadbolt) interferes with pull handle clearance. Latch-pull side clearance at door is inadequate. Rear-wall grab bar is mounted at 38" AFF - ADA maximum is 36".</p> <p>This room is not identified as accessible and was therefore not evaluated for compliance. However, it was noted that some effort has been made to provide accessible features (such as the lavatory), but full compliance is probably not possible due to space constraints.</p> <p>The building is equipped with fire alarm system, and horn/strobe units were noted at several locations. However, a full survey of the coverage of these signaling devices in all accessible portions of the building was not conducted.</p> <p>Priority 3: Access to restrooms</p> <p>Upper level women's room</p> <p>Lower level men's room</p> <p>Priority 4: Any other Measures Necessary</p>
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POLICE STATION

The Police Station is used for typical public safety administrative, service and detention purposes.

There is some public access on an individual or small group basis to a portion of the facility.

The Town is in the process of developing a new Police Station; Remodel for ADA compliance may be deferred as that process moves forward.

Access Issue	Summary	Solutions	Timing
Condition of parking and pathway surfacing	Accessible route are in generally good condition, but some pavement may not meet ADA standards A van accessible space is not identified.	Re-grade and resurface walkway and provide raised landing within 1/2" of the Interior floor elevation. Cut out grass and pave a space on the Police Station side of the access driveway to avoid crossing traffic and to shorten the accessible path to the building.	Q2 2018 Q2 2018
Ramps & doors	The main entrance door has a non-compliant landing and threshold.	Install new entrance doorway with compliant threshold, hardware, and operation. Install a power operator.	Q2 2018
Priority 1: Accessible Approach & Entrance	Signage and service locations	Provide consistent ADA-standard signage for all accessible doorways,	Q2 2018
Entering public service Areas	Most doors and doorways at the Police Station do not conform to ADA accessibility standards.	Provide lever-handle hardware at any doors expected to be used by the general public, whether escorted or not. Ensure single-action release (from the room or exit side) of doors subject to locking (no separate deadbolts, etc.)	Q2 2018
	Lack of appropriate hardware.	Provide lever-handle hardware at remaining doors. Include tactile warning on backside of handle at doors to hazardous locations.	Q2 2018
	Lack of adequate side clearance at doors.		Initiate Design for Remodel Q2 2019

Service Counters Priority 2: Access to goods and services	The window counter is 45" high and needs to be lowered to 36" to comply.	Lower window counter by 9" and lower the speaker grille to a maximum of 54" or provide a supplementary lower grille, or provide an electronic intercom at an accessible height.	Initiate Design for Remodel Q2 2019
Access aisles	The speaker grille in the fixed window is mounted above the reach of a person in a wheelchair; a max mounting height of 54" is recommended.	Lack of adequate side clearance at doors. In some cases this is the result of furniture placed too close to the door, in other cases the door swing or location is problematic.	Remove or relocate furniture to allow 18" clear at the latch-pull side of doors, plus 12" clear at the latch push side where the door is equipped with a closer.
			Initiate Design for Remodel Q2 2019
Signage	Exterior signage is not compliant	Provide compliant signage for public access points	Q2 2018
			Initiate Design for Remodel Q2 2019
First floor men's room	Entrance door swing interferes with the required clear floor space at the lavatory	Reconfigure or relocate door openings and/or change door swings to allow 18" clear at the latch-pull side of doors, plus 12" clear at the latch push side where the door is equipped with a closer.	Initiate Design for Remodel Q2 2019
			Initiate Design for Remodel Q2 2019
Priority 3: Access to restrooms	Supply and waste piping beneath the lavatory is not covered or insulated	Cover supply and waste piping beneath the lavatory	Initiate Design for Remodel Q2 2019
			Initiate Design for Remodel Q2 2019
First floor women's room	Urinals are mounted higher than 17" ADA maximum	Lower urinals	Initiate Design for Remodel Q2 2019
			Initiate Design for Remodel Q2 2019
	Insufficient clearance between the toilet and lavatory	Replace rear wall grab bar	Initiate Design for Remodel Q2 2019
			Initiate Design for Remodel Q2 2019
	Rear wall grab bar is missing	Lower the mirror to match ada compliance	Initiate Design for Remodel Q2 2019
	The bottom edge of the mirror is mounted above the maximum 40" limit	Replace/ cover/ insulate the supply and waste piping beneath the lavatory	Initiate Design for Remodel Q2 2019
			Initiate Design for Remodel Q2 2019
	Supply and waste piping beneath the lavatory is not covered or insulated		

Priority 4: Any other measures necessary	Emergency communication equipment	A full survey of the coverage of the signaling devices (fire alarm system and horn/strobe units) was not conducted	Conduct a full survey of the coverage of the signaling devices.	Initiate Design for Remodel Q2 2019
	Sally port	The attached rear garage is used as a sally port for transferring detainees in and out of the holding cells and booking area. There is a full step up to the main floor.	Provide a level landing at the garage side of the interior door, with a ramp down to the garage floor level. Landing size and slope of ramp will depend on available space and direction of travel. Both can be portable.	Initiate Design for Remodel Q2 2019

COMMUNITY CENTER

The Recreation Center is used for multiple community purposes, including school, camp and athletic programs, child care, food pantry and outreach services, etc. There is extensive public access on an individual, small group and larger group basis. The future of the community center is total demolition and building of a new structure. For this reason, no FURTHER ADA modifications will be made.

COUNCIL ON AGING

The Center offers on-site and meals-on-wheels programs, social events, as well as counseling and medical support services.

The Council on Aging is used for typical community service purposes. There is regular public access on an individual and group basis.

Measures taken to date: Both entrances are accessed by ramps. The West (Center St) ramp has been recently installed and appears to be fully ADA-compliant. The East ramp at the Library side is older, and is ADA-compliant in its overall dimensions. Work to this ramp is required to achieve full compliance. Both exterior doors have power door operators.

	Access Issue	Summary	Solutions	Timing
Priority 1: Accessible Approach & Entrance	Condition of parking and pathway surfacing.	Pavement settlement may locally exceed ADA standards.	Modify or resurface walkway	Q2 2019
	Ramps & doors	No van accessible space is identified, although there appears to be room to provide the space and access aisles of the required dimensions.	Re-stripe and designate van-accessible spaces and access aisle. Relocate all accessible parking for optimum proximity to the west entrance ramp.	Q2 2019
	Signage and service locations	The main (west) entrance has a non-compliant interior vestibule, which lacks adequate space between the inner and outer doors and latch-pull clearance at the inner door. This is likely to pose a barrier to a person using a wheelchair unless the door is held open.	Install a new entrance doorway with compliant threshold, hardware, and operation. Install a power operator.	Initiate design for modification Q2 2019
	Entering departments	Signage is generally non-compliant. Service locations within the building are generally compliant, but there are problems with door configuration and operation and service counter height. (See below)	Provide consistent ADA-standard signage for all accessible doorways,	Q2 2019
Priority 2: Access to goods and services	Service Counters	The main reception desk counter is 39" high, which exceeds the ADA maximum of 36"	Provide lever-handle hardware at any doors expected to be used by the general public, whether escorted or not. Ensure single-action release (from the room or exit side) of doors subject to locking (no separate deadbolts, etc.)	Q2 2019
	Access doorways and aisles	Some doorways do not provide adequate clearance for swing on latch side.	Provide lever-handle hardware at remaining doors. Include tactile warning on backside of handle at doors to hazardous locations. Modify desk counter.	Initiate design for modification Q2 2019

	Signage	Exterior signage is not compliant	Provide consistent ADA-standard signage for all restroom identification	Q2 2019
Priority 3: Access to restrooms	First floor men's room	Entrance door swing interferes with the required clear floor space at the lavatory	Reconfigure or relocate door openings and/or change door swings to allow 18" clear at the latch-pull side of doors, plus 12" clear at the latch push side where the door is equipped with a closer.	Initiate design for modification Q2 2019
		Supply and waste piping beneath the lavatory is not covered or insulated	Cover supply and waste piping beneath the lavatory	Q2 2019
		Urinals are mounted higher than 17" ADA maximum	Lower urinals	Initiate design for modification Q2 2019
		Insufficient clearance between the toilet and lavatory	Replace rear wall grab bar	Q2 2019
		Rear wall grab bar is missing	Lower the mirror to match ada compliance	Q2 2019
	First floor women's room	The bottom edge of the mirror is mounted above the maximum 40" limit	Replace/ cover/ insulate the supply and waste piping beneath the lavatory.	Q2 2019
		Supply and waste piping beneath the lavatory is not covered or insulated.		
		The building is equipped with fire alarm system, and horn/strobe units were noted at several locations. However, a full survey of the coverage of these signaling devices in all accessible portions of the building was not conducted.	Initiate a team to conduct a full survey of the coverage of signaling devices in all accessible portions of the building.	Q2 2019
Priority 4: Any other Measures Necessary	Emergency communication equipment			

LIBRARY

The Library is used for typical public and library administrative purposes. There is general public access.

	Access issue	Action Summary	Solutions	Timing
Priority 1: Accessible Approach & Entrance	Condition of parking and pathway surfacing.	Spaces lack some or all required signage. A van accessible space is not space and access aisle identified.	Re-stripe and designate van-accessible space and access aisle. Provide required signage	Q2 2019 Q2 2019
	Ramps and doors	Minor differential settlement of concrete sidewall sections.	Install high-density joint filler at gaps between sections of paving, where ever gaps exceed 1/2" horizontally	Q2 2019
	Signage and service locations	Signage is generally compliant.	Fill or grind adjacent surfaces where vertical steps exceed 1/2"	Q2 2019
	Entering departments	Compliant	No action necessary	
Priority 2: Access to Goods & Services	Service counters	Compliant	No action necessary	
	Access aisles	Lack of adequate side clearance at doors. A minimum 18" clearance is required at the latch-pull side of any passage or entry door. This is typically the result of furniture placed too close to the door; the necessary clearance is generally available.	Remove or relocate furniture to allow 18" clear at the latch-pull side of doors, plus 12" clear at the latch push side where the door is equipped with a closer.	Q2 2019
	Signage	Compliant	No action necessary	

Priority 3: Access to Restrooms	Public Restrooms Missing insulation at hot-water piping below lavatory in men's room.	Replace insulation at hot-water piping below lavatory in men's room. Q2 2019
Priority 4: Any other Measures Necessary	Emergency communication equipment	<p>The building is equipped with a fire alarm system, and horn/strobe units were noted at several locations. However, a full survey of the coverage of these signaling devices was not conducted.</p> <p>Conduct a full survey on the signaling devices in all accessible portions of the building.</p>
	Hazardous locations	<p>There are no tactile warning at doors to hazardous locations.</p> <p>Add tactile warning at doors to hazardous locations.</p>
		Q2 2019

FIRE STATION/FIRE HEADQUARTERS				
The Fire Station is used for typical Public Safety administrative, staff and emergency service purposes. There is limited public access.				
	Access Issue	Summary	Solutions	Timing
Priority 1: Accessible Approach & Entrance	Condition of parking and pathway surfacing.	Parking area and accessible route are in generally fair condition, but slopes exceed ADA maximums. A van-accessible space is not identified.	In conjunction with reconstruction / realignment of the entry walkway or ramp, relocate accessible parking spaces. Ensure compliant (1:48 maximum) slopes at parking spaces and access aisle(s).	Initiate design for modification Q2 2019
	Ramps & doors	The main entrance door has a non-compliant landing and threshold.	Provide a designated van-accessible space.	Q2 2019
	Signage and service locations	Signage is generally non-compliant.	Provide consistent ADA-standard signage for all accessible doorways, routes, and spaces.	Initiate design for modification Q2 2019
Priority 2: Access to Goods & Services	Entering departments	Most doors and doorways do not conform to ADA accessibility standards. Common problems include lack of appropriate hardware and lack of adequate side clearance at doors.	Provide lever-handle hardware at any doors expected to be used by the general public. Ensure single-action release (from the room or exit side) of doors subject to locking (i.e., no separate deadbolts, etc.) Reconfigure Door openings to comply with ADA standards	Q2 2019
	Service counters	Service windows and counters exceed the ADA maximum height.	Reconfigure one or both service windows to provide a maximum service height of 36". Lower some or all of the writing counter to ADA-compliant height	Initiate design for modification Q2 2019
	Access aisles	Lack of adequate side clearance at doors. A minimum 18" clearance is required at the latch-pull side of any passage or entry door. This is typically the result of furniture placed too close to the door; the necessary clearance is generally available.	Remove or relocate furniture to allow 18" clear at the latch-pull side of doors, plus 12" clear at the latch push side where the door is equipped with a closer	Q2 2019

	Signage	Signage for bathrooms does not indicate which are accessible nor is it compliant.	Install exterior signage to designate restrooms as accessible after the restroom is made accessible.	Q2 2019
	Supply and waste piping beneath the lavatories is not covered or insulated	Cover and insulate supply and waste piping		Q2 2019
	Mirrors are mounted above the ADA maximum of 40"	Lower the mirror to 40"		Q2 2019
First Floor Men's Locker/ Toilet	One toilet stall has been outfitted for accessibility; however, it lacks regulation grab bars (one is mounted to the stall door, and the rear grab bar is missing), and the stall is too narrow	Add regulation grab bars		Q2 2019
Priority 3: Access to Restrooms	The urinal stall is narrower than the ADA standard of 30", and the urinal may be mounted too high	Increase width of urinal stall to 30" and lower the urinal	Move toilet or sink to provide sufficient clearance	Initiate design for modification Q2 2019
	Insufficient clearance between the toilet and lavatory		Add regulation grab bars	Q2 2019
	Rear wall grab bar is missing		Lower the mirror to 40",	Q2 2019
First Floor Women's Room	The bottom edge of the mirror is mounted above the maximum			
	Supply and waste piping beneath the lavatory is not covered or insulated	Cover and insulate the supply and waste piping beneath the lavatory		Q2 2019
	Lavatory lacks lever-handle faucets	Add lever-handle faucets to the lavatory		Q2 2019
	Door hardware and clearance is non-compliant	Replace door hardware		Q2 2019
Priority 4: Any other Measures Necessary	Emergency communication equipment	The presence or extent of a fire alarm system, including pull stations, detectors and horn/strobe units was not verified at the time of our inspection. This system is tested by the Fire Department.		

TUBB'S MEADOW

Tubb's Meadow Preserve is a large undeveloped area with access from Monroe Street and Mill Street for hiking along dirt roads.
Informal uses may include dog walking, mountain biking, fishing in the pond and bird watching.

	Access Issue	Summary	Solutions	Timing
Priority 1: Accessible Approach & Entrance	Condition of parking and pathway surfacing.	Unimproved gravel parking areas. No marked parking stalls or signage is present at either access; no handicapped spaces are indicated.	Pave and mark handicapped parking areas at both locations to include 1 van accessible parking space and 2 additional handicapped spaces.	Begin Design Q2 2019
	Ramps & Pathways	No ramps are present. Pathways to former dirt roads are flat and only slightly sloped.		
	Signage and service locations	Not well marked from the street. No directional signage to primary uses.	Enhanced signage from the street to accommodate those with vision impairments.	Begin Design Q2 2019
Priority 2: Access to Goods & Services	Entryway	The slope on the other pathway that goes around the pathway with the log exceeds the max slope requirement.	Remove the log or cut out a piece in the log for wheelchairs to enter.	Q2 2019
	Service counters	No service counters	Slightly regrade the slopes on the second pathway to meet the ADA requirements	Q2 2019
Priority 3: Access to restrooms	Signage	No Signage for restrooms	Install exterior signage to designate restrooms as accessible after the restroom is made accessible.	Q2 2019
	Public Unisex Restroom	No restroom facilities are provided	Provide ADA compliant portable toilet	Q2 2019
Priority 4: Any other Measures Necessary	Emergency communication equipment	None on site	Evaluate need for emergency telephone	Q2 2019

LUDDAM'S FORD PARK

Luddam's Ford Park is a sparsely developed public area accessed from an at-grade gravel parking area on the west side of West Elm Street.

	Access Issue	Summary	Solutions	Timing
Priority 1: Accessible Approach & Entrance	Condition of parking and pathway surfacing.	The parking lot is at grade gravel and contains space for approximately 30 vehicles. No parking stalls are marked. One handicapped space is indicated by a sign, but the space does not have surface markings.	2 spaces should be paved with room for an aisle and add line striping indicating that handicap space. Access from the accessible aisle to the ORAR should also be established.	Begin Design Q2 2019
	Ramps & Pathways	No ramps are present. Pathways through the grassy area to hiking trail are uneven.	Pathway through the grassy area should be leveled off and upgraded to stone dust.	Begin Design Q2 2019
	Signage and service locations	Not well marked from the street. No directional signage to primary uses.	Enhanced signage from the street to accommodate those with vision impairments.	Begin Design Q2 2019
Priority 2: Access to Goods & Services	Entryway	Pathways through the grassy area to hiking trail are uneven.	Pathway through the grassy area should be leveled off and upgraded to stone dust or other ORAR.	Begin Design Q2 2019
	Access to picnic tables and fishing area	There are no outdoor recreation access routes (ORAR) to the picnic tables or to the pond	At least one picnic table should be relocated to be accessible from the ORAR. The ORAR should extend to the Pond	Begin Design Q2 2019
Priority 3: Access to restrooms	Signage	No Signage for restrooms	Install exterior signage to designate restrooms as accessible after the restroom is made accessible.	Begin Design Q2 2019
	Public Unisex Restroom	No restroom facilities are provided	Provide ADA compliant portable toilet	Begin Design Q2 2019
Priority 4: Any other Measures Necessary	Emergency communication equipment	None on site	Evaluate need for emergency telephone	Begin Design Q2 2019

TOWN LANDING

Town Landing is a small developed public area on the east shore of Oldham Pond, accessed from a paved parking area or diagonal off street parking on the west side of Wampatuck Street.

Measures taken to date: The surface of the play area received additional mulch as a temporarily solution. Also, the town is conducting an evaluation of the land the guardhouse is on to prep for a demolition of the existing structure and the construction of a new ADA compliant building.

Access Issue	Condition of parking and pathway surfacing.	Summary	Solutions	Timing
Priority 1: Accessible Approach & Entrance	No ORAR extends from the parking area to the swimming docks or to the play area	Provide an ORAR pathway from the parking area to the play area and to the swimming docks	Begin Design Q2 2019	Q2 2019
	The water is inaccessible due to a wall that separates the beach from the water. The beach ends and the water begins at a drop of 3 feet.	Depending on funding, either install an ADA compliant ramp that runs from the top of the wall into the water or knock down a part of the wall separating the beach from the water to make a gradual beach entrance.	Begin Design Q2 2019	Q2 2019
Priority 2: Access to Goods & Services	Signage and service locations	There is no sign that indicates a handicapped parking space.	Install a sign to indicate a handicapped parking space.	Q2 2019
	Entering the beach, Accessing the Play Area	There are no outdoor recreation access routes (ORAR) to access the picnic tables, play area, and water.	Include placement of a removable beach mat from the gate to the play area and placement of another mat perpendicular to the first mat that leads down to one of the float docks.	Q2 2019
Floating docks	The floating dock is not ADA compliant	Slightly regrade the slopes on the second pathway to meet the ADA requirements	Add detectable warning strips along the edges of the float dock. Add a transition plate from the sand to the top of the wall/beginning of the ramp to the dock. Add a transition plate.	Q2 2019
	Play Area	The surface of the play area is not ADA compliant due to fall height requirements of the play equipment safety zones (usually 6' from edge).	Extend surface	Q2 2019

Priority 3: Access to restrooms	Signage Public Unisex Restroom	<p>No Signage for handicapped restrooms</p> <p>There is a single restroom in the concrete storage building. Access to the restroom is from the sandy area and involves a -inch step to a 14-inch wide apron along the side of the building making it impossible to access from a wheelchair.</p> <p>The town is in the process of a demolition of the old guard house. The new guard house will contain ADA compliant bathrooms & be to code with ADA</p> <p>Install exterior signage to designate restrooms as accessible after the restroom is made accessible</p> <p>Provide ADA compliant portable toilet</p> <p>Evaluate need for emergency telephone</p>	Begin Design Q2 2019 Begin Design Q2 2019 Q2 2019 Begin Design Q2 2019
Priority 4: Any other Measures Necessary	Emergency communication equipment	None on site	

LITTLE SANDY				
	Access Issue	Summary	Solutions	Timing
Priority 1: Accessible Approach & Entrance	Condition of parking and pathway surfacing.	All parking is in unmarked space along a residential street; there are no van accessible spaces.	Space on the street is not available for marked parking spaces	N/A
	Ramps & Pathways	No ORAR extends from the parking area to the swimming area entrance	Provide an ORAR pathway from the street to the swimming area.	Q2-2019
Priority 2: Access to Goods & Services	Signage and service locations	There is no sign that indicates a handicapped parking space.	No parking accommodation is feasible	N/A
	Entering the beach, Accessing the water	There are no outdoor recreation access routes (ORAR) to access the water.	Include placement of a removable beach mat from the street to the water.	Q2-2019
Priority 3: Access to restrooms	Signage	No Signage for handicapped restrooms	Install exterior signage to designate restrooms as accessible after the restroom is made accessible.	Q2-2019
	Public Unisex Restroom	There is a single portapotty that is not accessible from a wheelchair.	Provide ADA compliant portable toilet	Q2-2019
Priority 4: Any other Measures Necessary	Emergency communication equipment	None on site	Evaluate need for emergency telephone	Q2-2019

STETSON BEACH				
Stetson Beach is a small sparsely developed public area accessed from an at-grade gravel parking area on the NE side of Plymouth Street and Stetson Pond.				
	Access Issue	Summary	Solutions	Timing
Priority 1: Accessible Approach & Entrance	Condition of parking and pathway surfacing.	The parking lot is at grade gravel and contains space for approximately 20 vehicles. No parking stalls are marked. One handicapped space is indicated by a sign, but the space does not have surface markings.	2 spaces should be paved with room for an aisle and add line striping indicating that handicap space. Access from the accessible aisle to the ORAR should also be established.	Begin Design Q2 2019
	Ramps & Pathways	No ORAR extends from the parking area to the dock or to the unimproved boat ramp	Provide an ORAR pathway from the handicapped parking area to the dock and to the boat ramp to the swimming area.	Begin Design Q2 2019
	Signage and service locations	There is no sign that indicates a handicapped parking space.	Install a sign to indicate a handicapped parking space.	Begin Design Q2 2019
Priority 2: Access to Goods & Services	Accessing the dock and boat ramp	There are no outdoor recreation access routes (ORAR) to access the dock or the boat ramp	Include placement of a removable beach mat from the parking area to the dock and the boat ramp.	Begin Design Q2 2019
Priority 3: Access to restrooms	Signage	No Signage for handicapped restrooms	Install exterior signage to designate restrooms as accessible after the restroom is made accessible.	Q2-2019
	Public Unisex Restroom	There is a single portapotty that is not accessible from a wheelchair.	Provide ADA compliant portable toilet	Q2-2019
Priority 4: Any other Measures Necessary	Emergency communication equipment	None on site	Evaluate need for emergency telephone	Q2-2019